



September 26, 2008

Earlier this year Development Services invited input from the private sector through an online Internet survey and a number of focus group meetings. From the comments that we received we will be making changes to the way we work.

A number of the comments we received centered on setting up pre-submittal meetings with appropriate staff being available for questions. One comment was that a project was time sensitive and it was often weeks before the meeting could be scheduled. Another was about not having a department represented and then having to schedule another meeting with that department on a different day. One suggestion that we received was to look at the pre-submittal meeting processes that are used by other cities in the Metroplex.

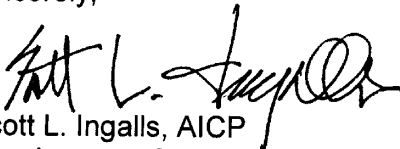
We have done that and will be starting a similar program beginning on November 5, 2008. Anyone wishing to have a pre-submittal meeting with staff will be able to make an appointment for a specific time slot and then be able to meet with representatives of Development Services, Public Works, Traffic, Fire and Engineering Services in one meeting. The specifics of the program are as follows:

- Pre-submittal meetings will be held the second and fourth Wednesdays of each month.
- The first pre-submittal meeting will be held on November 5, 2008 with the second November meeting being on the 19th.
- Appointments can be made by contacting Kristen Johnson, Planning Administrative Assistant at 972.292.5315.
- Appointments will start at 9 a.m. and end at 4 p.m. with a lunch break from 12 to 1 p.m.
- Appointments can only be for one hour so as to allow staff to meet with all groups.
- The deadline for making an appointment is the preceding Monday at 5 p.m.

We elected to begin the program with only two meeting dates per month. If more interest is shown we will add one or more meeting dates to each month. We also chose to limit the meetings to one hour so as to be able to meet with as many groups as possible.

This program should simplify the process in requesting a pre-submittal meeting and help insure that all of the appropriate staff members are present. As we are working to see that this program succeeds we will be limiting pre-submittal meetings to these two Wednesdays only. Again, if there is more interest staff will add days for additional meetings. Please contact me at 972.292.5350 if you should have any questions. Thank you.

Sincerely,



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Development Coordinator

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